



Job Title	Senior Code Enforcement Officer	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	5	Job Code	15086

Class Specification – Senior Code Enforcement Officer

Summary Statement:

The purpose of this position is to be responsible for mitigating physical signs of urban blight and social disorder through the enforcement of the City Code of Colorado Springs. This is accomplished by contacting homeowners and property owners to educate them of their responsibilities as a citizen to keep the city clean and attractive; coordinating with the land use inspector to enforce zoning regulations for illegal use of properties; proceeding to the court system if the property owner is not responsive to our requests or written orders. Other duties include documenting violations and actions in the department's mobile field reporting system; testifying in court; assisting with traffic control, accidents and special events; investigating insect infestation; removing illegal signs; removing graffiti; investigating illegal activities in residential and industrial zones; participating in the more complex and difficult investigations; support code enforcement officers; ensure adherence to work standards, and rules and regulations; investigate complaints and enforce all codes related to housing standards, environmental health, zoning, and related ordinances; communicate with citizens on compliance with ordinances relating to land use, health, and safety; and perform a variety of technical tasks relative to assigned areas of responsibility.

Essential Functions

Note: Regular and predictable attendance in the performance of this job is an essential function.

Time % (All below must add to 100%)

Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.

30%

Investigates and identifies unlawful accumulation of solid waste, garbage, and yard waste by taking necessary measures. Investigates noise complaints reported in the residential areas; unlicensed storing of motor vehicles on private property; tall weeds and grass on private property; ensures obstacles are not placed on City rights of ways such as sidewalks and parkways; and removing any signs illegally posted on City property.

20%

Performs inspections of public and privately owned residential buildings to assure that they meet the housing standards by collaborating with housing community and managers; conducts physical inspections of routine housing complaints; conducts emergency inspection of sewage overflows and numerous other sanitary violations; and investigates insect infestations.



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20%	Investigates whether the items are built in the right-of-way requiring a revocable permit; removes illegal signs, communicates with the owners of the properties; investigates complaints regarding the use a recreational vehicle as a dwelling unit; coordinates with the owner and the planning department to confirm the existence of a home occupation permit; and ensures commercial properties are complying with lighting and development plan standards; and protects the natural growth and topography in designated areas of the city.
15%	Conducts follow ups with citizens when complaints are made on an officer; works high profile cases that require additional scrutiny and follow up; acts as a resource for technical assistance to other code officers; maintains uniforms, patrol vehicles and equipment; prepares briefings handouts and other presentations for public meetings; completes offense reports; and photographs violations and attaches them in digital form to case reports.
10%	Assists the Colorado Springs Police Department (CSPD) and various outside agencies by providing traffic control; protecting crime scenes; removing traffic hazards from road ways; responding to parking complaints and issuing parking tickets; towing vehicles; coordinating with human society on animal welfare cases; and coordinating with Environmental Protection Agency (EPA) and Health Department for environmental violations.
5%	Assists problem oriented policing by coordinating large scale cleanup projects; assisting with homeless camp cleanup; providing logistic and manpower support to CSPD in disaster areas; and working enforcement areas in identifying high crime areas.

Competencies Required:

Human Collaboration Skills: Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.



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Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to the completion of the twelfth grade (high school diploma or GED).

Experience: Five years of full-time responsible code enforcement program experience.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Code Enforcement Certification	Within 3 months of start date
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Certifications required in accordance with standards established by departmental policy.	
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Supervision Exercised:

Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received:

Receives General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:

This job title has no budgetary responsibility.

Physical Demands:

Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.



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Environmental Conditions:	Frequency
Primary Work Environment	Outdoors
Extreme Temperature	Seasonally
Wetness and Humidity	Several times a month
Respiratory Hazards	Several times a month
Noise and Vibrations	Several times a week
Physical Hazards	Several times a week
Mechanical and/or Electrical Hazards	Occasionally
Exposure to Communicable Diseases	Frequently

This job title has no budgetary responsibility. **Machines, Tools, Equipment, and Work Aids:** Noise meter, thermometer, camera, light meter, tape measure, fax, calculator, telephone, knife, wire cutters, hammer, loppers, mace, police radio, computer, laptop, and printer.

Specialized Computer Equipment and Software: Microsoft Office, mobile field reporting, and LERMS.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: July 2014